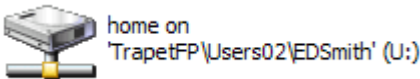


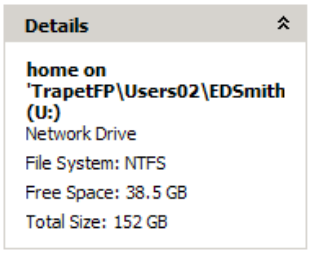


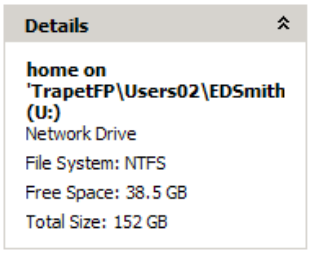


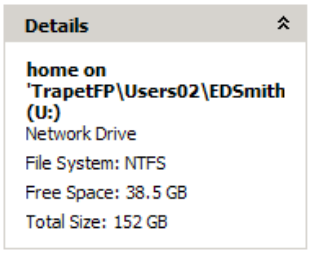
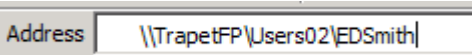
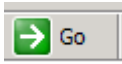
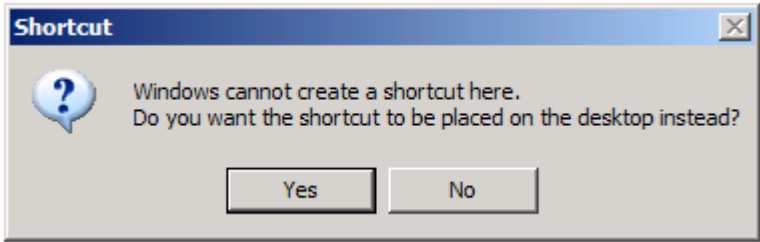


Accessing Your Public Folder

Your Public Folder

The public folder is the opposite of the U:\ drive or My Documents. When you put something in your public folder you are inviting other users to look at the information you put there. For example: you may have a digital picture you want to share; rather than e-mailing a 3MB picture to people who may or may not want it, just put it in your public folder and tell people it is there. They can choose to take copy or not. Or perhaps you're working on a project with multiple people, or you have to publish a schedule. In order to share information (files, etc.) with other users, you need to place that information in your Public folder. This job aid will show you how to determine the location of your public folder, and place a shortcut to it on your desktop. Also see the job aid entitled **Determining Your File Server**.

Step	Action						
1.	On the Desktop open My Computer .						
2.	Click once on your U: drive . It should look something like this: 						
3.	In the left-hand information pane you should see a Details bar:						
4.	<table border="1"> <thead> <tr> <th>If</th><th>Then...</th></tr> </thead> <tbody> <tr> <td>The details bar looks like this: </td><td>Click once on the  arrows</td></tr> <tr> <td>The details bar looks something like this: </td><td>Continue to the next step</td></tr> </tbody> </table>	If	Then...	The details bar looks like this: 	Click once on the  arrows	The details bar looks something like this: 	Continue to the next step
If	Then...						
The details bar looks like this: 	Click once on the  arrows						
The details bar looks something like this: 	Continue to the next step						
5.	In the Address Bar near the top of the window type \\ and then the rest of the information you see in single quotes in the Details information pane. After you finish, it should look something like this: 						

	Note: This is referred to as your “user share” or “file server”. For others to access your public folder you will have to tell them your file server information.
6.	Press the Enter key or click the  button
7.	You are now in the folder of your file server. The address in the Address bar can be used to access your file server from a variety of programs.
8.	Right click on the Public folder and select Create Shortcut .
9.	You should see a dialog box like this: 
10.	Click Yes .
11.	You can now access your Public folder – it’s called Shortcut to Public – from the Desktop . Simply drag the files you want to share into this folder.